



Office of the City Clerk

Weekly Report – for Week Ending March 20, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

The final tally took place on Friday, March 20th. Following the tally, the City Clerk will certify the results and prepare a report for Council which will likely be heard in Council on March 25th.

Precinct consolidation work for the General Election was completed. There will be 661 At-Poll and 27 Vote-By-Mail only precincts, for a total of 688 precincts. Current voter registration numbers are at just over 1 million.

The order quantities for ballots and official sample ballots have been provided to the print vendors.

In-House Elections

Election for DWP Active Employee Member - The ballot packets were mailed out on Thursday to approximately 9,300 voters.

Election for Police Department Active Employee Member for the Board of Fire and Police Pensions - The deadline for candidate filing was Tuesday, 3/17/15.

Election for LACERS Retired Members - The ballot packets were mailed on Friday, 3/20/15 to approximately 14,300 voters.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	1/2
Number of Notices/Publications	17
Number of Contracts Attested	37
Number of Council Files Created	57
Number of Claims Received	128
Number of Referrals	26
Number of Council Meetings	2
Number of Committee Meetings	3

Novus Electronic Document Submission - Since rolling out the new system, 485 documents have been submitted electronically from 25 city departments. Planning Department will begin submitting electronically in April. Instructions on performing text indexing on Adobe PDF documents, so that they are searchable, were emailed out to departments. Systems is looking at software products which could be used to bypass this step for departments.

Electronic Claim for Damages form - Of the 128 claims received this week, 48 were submitted electronically.

New City Clerk Intranet Web Page - A new intranet webpage has been developed using Open Source WordPress Content Management software, which is a free product. The new design will allow 80% of the content to be displayed within one-click from the main page. It is scheduled to go live in April.

Microfilm Conversion of City Council Minutes - 21 reels of microfilm were converted to a digital format this week. The City

TOP ITEMS

- ***Final Tally of Election Results Were Conducted on Friday***
- ***Meeting Held with City Attorney and MOBI on Records Destruction Process Improvements***
- ***Final Draft of the City Clerk Intranet Website Completed***



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Council minutes are now available on line back to November of 1898.

Records Destruction - Lists were prepared for one department of over 4,547 boxes of records in the City Records Center that are eligible for destruction. To date this calendar year, 22 departments have been notified. Reports and notifications will continue to be assembled. A meeting was held with the City Attorney and MOBI to discuss current challenges with the destruction program and to explore process improvements. A follow up meeting will take place in 2 weeks.

Archives Research - The Division assisted the Bureau of Sanitation in obtaining copies of council files needed for an audit of their bond funded construction program, provided certified copies of Council Journals in response to a CPRA request, assisted a researcher in locating Police Commission minutes, and assisted the Police Department in identifying administrative records needed for a CPRA request.

Fiscal - Staff processed transfers and invoice payments for various Council controlled trust funds; continued working with the CAO regarding the 15-16 proposed budget; submitted prior year encumbrance report to the CAO; and completed the Other Sources of Funds Worksheet.

AB1290/Council - Staff received one (1) new allocation request; has nine (9) contracts in process; has six (6) contract closeouts in process; and coordinated with the Controller and CLA staff on pilot program on the use of a declining balance card for contingency expenses.

General City Purposes - Staff received 17 GCP allocation requests; processed 16 invoices for payment; and coordinated with CLA and Council staff on end of term expenditure of GCP funds.

Personnel - Staff held two (2) new employee orientations and five (5) Exit interviews; coordinated the annual submission of Form 700 Ethics form for City Clerk, Council and Mayor; appointed one (1) Accounting Clerk for Administrative Services Division; and collaborated with a Council Office on a reasonable accommodation request.

Neighborhood and Business Improvement Districts:

Staff met with the Controller's Office relative to the Arts District refund and participated in conference calls with consultants for the Gateway to LA and Granada Hills Business Improvement District renewals and the proposed Pacific Palisades Business Improvement District.

A City Clerk report recommending various amendments to LAAC and LAMC for matters affecting business improvement districts was referred to the City Council's Economic Development Committee.

ISSUES

Business Improvement Districts Interactive Map - Google has discontinued a feature in Google Maps which would permit map entries to include a hyperlink to other content. This feature is a significant component of the BIDs Interactive Map. The removal of this feature has created issues with rendering the map correctly with the required hyperlinked content to Council File and other supporting documents. Systems Staff are looking for an alternate solution.

UPCOMING. . . .

Records Destruction - Follow up meeting with the City Attorney and MOBI to discuss process improvements and Administrative Code changes.